



TODD STAPLES, COMMISSIONER

# POLICY ALERT

**Date:** June 30, 2008

**Reference:** # SMP 2008-10

**To:** Special Milk Program (SMP) Contractors

**Subject:** Special Nutrition Automated Processing System (SNAPS) Training and User Manual

**Effective Date:** July 1, 2008

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**Purpose** **NOTIFY** contractors of the availability and location of the online SNAPS User Manual and training.

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**Background** SNAPS is a consolidated web-based data input system that must be used by contractors to submit claims for reimbursement electronically. Previously contractors submitted electronic claims through the Internet Nutrition Assistance Payment Processing (INAPP) system.

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**Implementation** July 1, 2008

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**Procedure** The SNAPS User Manual is available on the TDA website at <http://fn-contractors.squaremeals.org>.

The user manual gives instructions on how to:

- Access/log on to SNAPS;
- Change the initial password to a personal one;
- Submit a claim for reimbursement using SNAPS; and
- Obtain help if they are having trouble with their user ID or password, or with accessing SNAPS.

The online training is available at [www.snptexas.org](http://www.snptexas.org),

- Select “Continue to SNPTexas.org”;
- Click on “Program/Nutrition Training” under Contract Support;
- Select “Minimum System Requirements (READ before starting online training!)” to ensure your system has the appropriate settings for successful online training;
- Return to FND Learning Center;
- Choose the “Scheduled Classes” link from the left hand navigation bar;
- Select “Course Search” (Note: this online training is listed as a Course, not an individual class event);
- Select “All Courses”;
- Choose course code “AUT-\*SNAP1”.

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This Policy Remains in Effect Until Further Notice

**Procedure**  
continued

Proceed with the training. The attachment contains more detailed instructions on accessing the online training.

You must have a Personal User Code (PUC) to access and begin the online training. You can request a PUC by downloading the “FND Training Request Form” from the left-hand navigation bar on the training website or the link on the FND Learning Center. Fax your completed form to the FND Training Unit at 888-237-5030. You will be notified by mail when your form is entered and your PUC is active.

**NOTE: All handbook instructions and references to INAPP will be changed to reflect SNAPS in your next regularly scheduled handbook revision.**

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**Contact**

If you have any questions please contact your Food and Nutrition Field Operations Office.

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**ATTACHMENT**

ARCHIVE